



Weekly Safety Tip

OSHA Inspection Do's & Don'ts



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*What You **Should Do** and **Should Not Do**
When an OSHA Inspector Shows up at your Door*

Before an Inspection

Don't falsify reports - Don't fire an injured worker for being absent
Do protect trade secrets - Do seek expert assistance - Do review policies and procedures

When OSHA Shows Up

Don't block or delay - Don't lie or coach employee responses
Do be courteous and respectful of the OSHA inspector
Do ask questions to understand
Do take your own pictures of the same areas and conditions as the inspector
Do take photos of corrective actions you take during or after the inspection

After Receiving an OSHA Citation

Don't presume bias - Don't assume you're in the clear because haven't heard anything (**OSHA has 6 months**)
Don't fail to abate - Do focus on remedying the citation - Do request an extension if you need more time
Do post the citation - Do use the problem as opportunity - Do continue to follow through with improvements
Do create a documentation package - Do evaluate pros and cons of contesting (**within 15 business days**)
Do consider expert assistance - Do seek an informal conference to negotiate a settlement

Avoiding Claims of Retaliation

Don't retaliate against whistleblowers - Do protect the identity and confidentiality of whistleblowers
Don't default to blame and punishment or fire workers - Do seek to understand why - Do be on best behavior
Don't harass involved employees - Do be hands off - Don't ask them - Do maintain your distance



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Weekly Safety Share

Recognizing the Signs for Preventing Workplace Violence



SAFETY & HEALTH SHARE

Recognizing the Signs for Preventing Workplace Violence

" Most people do not wake up one day and become violent. There are often **early warning signs**. "



Nobody ever wants to think about the possibility of being a part of **workplace violence**, yet it is a reality that every employee and manager should be prepared for.

Workers need to **feel safe** while on the job, and it is the employer's responsibility to provide that level of security.

Understanding Workplace Violence

Workplace violence is **a term given to the broad range of aggressive behavior** that can occur in a workplace.

It **includes violence or aggression against co-workers, clients, and even customers**.

It can be **verbal or physical** and can cause harm to the individual or organization.

It is essential to understand the **signs of workplace violence** before it escalates.

Identifying Early Warning Signs of Workplace Violence

Recognizing the warning signs of impending violence in a co-worker can be essential to prevent harm. Most people do not wake up one day and become violent. There are often **early warning signs**.

[Early warning signs of workplace violence](#) can often surface in subtle, seemingly innocuous mannerisms or behaviors and might include:

- frequent and unexplainable mood swings
- noticeable increase in unsolicited comments about violence
- explicit or veiled threats made to colleagues
- fascination with incidents of violence, weaponry, or other related subjects
- intimidation of others
- a propensity for holding grudges
- an inability to handle criticism or rejection
- chronic absenteeism or decreased productivity



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